

SVETE

School + VET leads to employment

Stakeholder Roles and Responsibilities

Students

For a student to participate in a SVETE program they must:

- ✓ have the support of a parent/guardian/carer
- ✓ have the support of their school
- ✓ have a genuine interest in the chosen industry/occupation; and
- ✓ be committed to completing the SVETE program.

Work experience arrangements for SVETE are established under the provisions of the *Education [Work Experience] Act 1996 [Queensland]*, arranged and approved by the participating schools as part of the students' education.

A student and their parent/guardian/carer must sign an approved Work Experience Agreement, with the Principal of the school the student attends.

Schools participating in SVETE are responsible for ensuring that the provisions of the *Education [Work Experience] Act 1996 [Queensland]* are adhered to by all parties. This includes the signing of the Work Experience Agreement.

Further information on this can be found at the following link:
<http://education.qld.gov.au/Students/placement/work/workex.htm>

In addition to responsibilities of a student under the provisions of the *Education [Work Experience] Act 1996 [Queensland]*, a student undertaking SVETE must also agree to:

- ✓ maintaining regular school attendance; effort; and commitment to SVETE and completion of Year 12
- ✓ actively participating in key industry/school engagements throughout the SVETE program including industry site visits; Business Information Events; OH&S worksite induction; and graduation functions
- ✓ maintaining a commitment to completing all the components of the SVETE program, that is, the industry endorsed entry level qualification and structured workplace learning, comprising 20 days of work placement and completion of the *SVETE Skills Portfolio Workbook*



SVETE

School + VET leads to employment

- ✓ follow the communication process established by the school; host workplace; RTO and DET Regional Officer in instances where there is a need to talk over an issue; discuss and resolve concerns; and/or report an absence etc
- ✓ not delay in making contact with school; host workplace, RTO and DET Regional Officer if there is an issue or potential problem developing which could impact on the successful completion of the SVETE program. Failure to notify will be considered 'poor behaviour' and may result in withdrawal from the SVETE program
- ✓ upon returning to school the day after a SVETE work placement day the student will present their *SVETE Skills Portfolio Workbook* to the nominated school representative so s/he is able to confirm the student's completion of *SVETE Skills Portfolio Workbook Learner Log Assessment* by signing the *Register of Assessment Activities* located at the front of the student's *SVETE Skills Portfolio Workbook*.
- ✓ on completing 20 days work placement finalise the *SVETE Skills Portfolio Workbook* including the *Student Feedback and Reflection Activity* and provide the fully completed workbook to the nominated school representative for confirmation of completion and eligibility to be awarded 2 Credits toward the QCE.

Version 3: January 2017

